

III - How to Prepare an Application?



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Unit A2: Skills and Innovation

Outline

Forward-Looking Projects

Evaluation timeline

Evaluation process

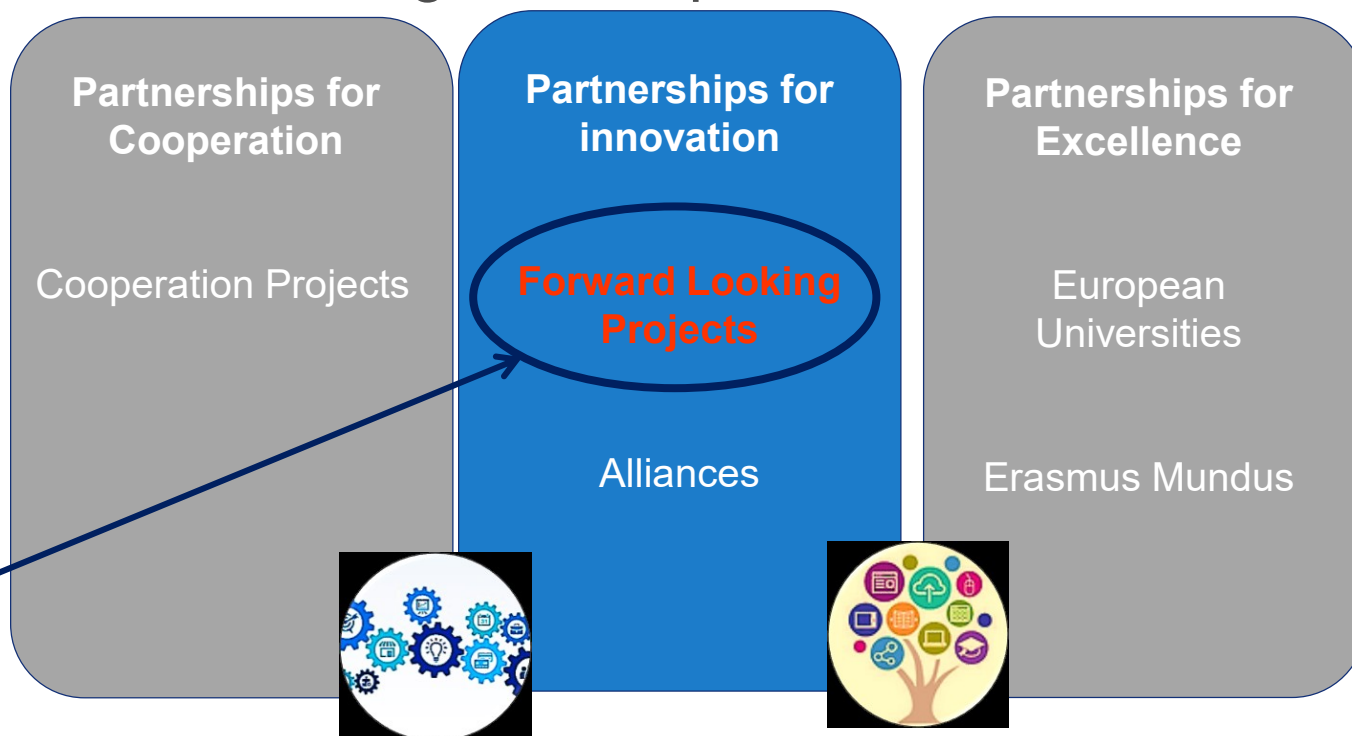
- ✓ Admissibility requirements
- ✓ Eligibility criteria
- ✓ Exclusion criteria
- ✓ Selection criteria
- ✓ Award criteria

Tips – WP link with lump sum

ERASMUS+ 2021-2027

Key Action 2 - Cooperation

Wider range of Cooperation models



Partnerships for Innovation

Alliances for Innovation	Forward-Looking Projects
<ul style="list-style-type: none">• Innovation in VET and Higher Education	<ul style="list-style-type: none">• Cross-sectoral or sectoral innovation• In key policy areas

Forward-Looking Projects

- ‘Large scale projects which aim to **identify, develop and test innovative policy approaches** that have the potential of becoming mainstreamed and improve education and training systems’

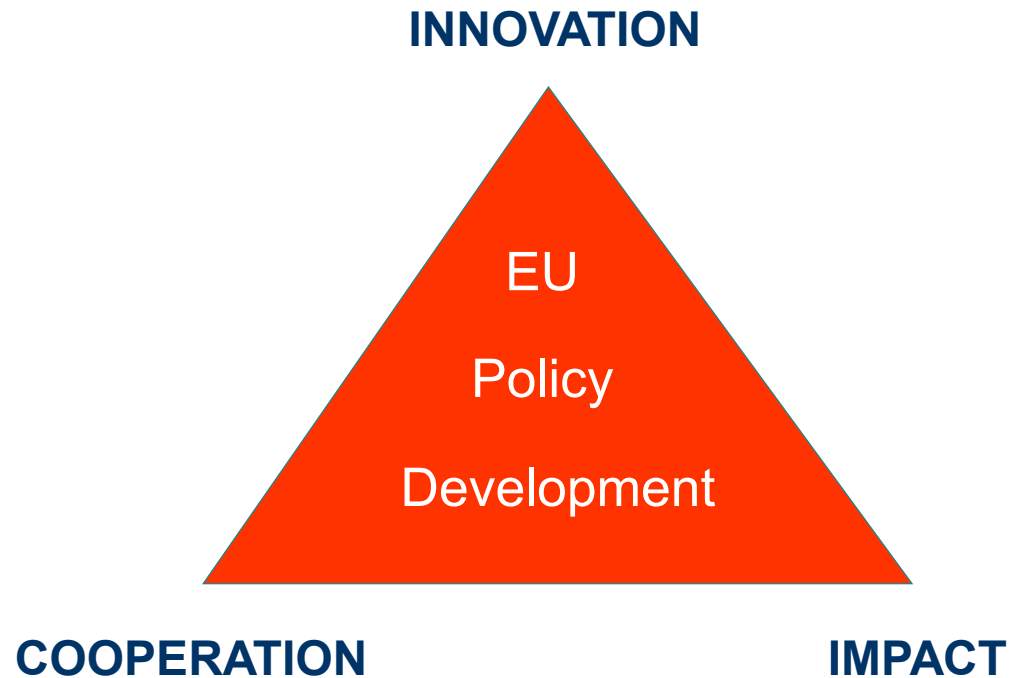
They aim to foster innovation and creativity in terms of methods and practices to all types of learning in different fields of education.

Innovation:

- ✓ In terms of ground-breaking educational methods
- ✓ In terms of transferability into different contexts and audiences

Forward-Looking Projects

- FLP aim to address major challenges faced by the education and training systems in Europe



Forward-Looking Projects

INNOVATION

- Identify, develop, test or assess innovative policy approaches
- Forward-looking ideas, creativity and participation
- Ground-breaking methods and practices
- Transfer of innovation
- Strategic policy areas

Forward-Looking Projects

COOPERATION

- Innovation emerging from a mixed partnership of researchers, practitioners and partners with the capacity to reach policy-makers
- Based on excellence and state of the art knowledge
- Transnational cooperation and mutual learning

Forward-Looking Projects

IMPACT

- Strategic policy areas
- Able to generate systemic impact in different thematic or geographical contexts
- Potential to drive the policy agenda in Education and training

ACTIVITIES

Potential activities (non-exhaustive) are:

- Action research
- Produce large-scale (cross-)sectoral outputs
- Capacity-building activities
- Pilot activities
- Large-scale networking activities
- Exploitation activities to spread results
- Think-tank activities
- EU frameworks implementation activities
- Mapping work



2023 – Grant amounts & Duration



Budget	Total amounts	Indicative number of projects	Grant per project	Project duration
Total	35.000.000 €	30		
Lot 1 (P1, P2, P3)	15.000.000 €	9 (3 per priority)	1.500.000 €	24 to 48 months
Lot 2 (P4, P5)	10.000.000 €	11	900.000 €	Compulsory 36 months
Lot 3 (P6, P7)	10.000.000 €	10	1.000.000 €	Compulsory 24 months
Maximum financing EU	80 %			

Financing

Lump sum per workpackage



Evaluation timeline

Submission deadline:

**15 March 2023
17:00 CET (Brussels time)**

Evaluation timeline

15 March 2023 – 17.00 CET	Submission deadline
April to August 2023	Evaluation period
By 15 September 2023	Selection results communicated to applicants
By 15 December 2023	Preparation & signature of Grant Agreements
End of 2023 – beginning of 2024	Project start dates

Evaluation process

at 5 levels:

- Admissibility requirements
 - Eligibility
 - Exclusion
 - Selection
 - Award criteria

1. Admissibility

Applications must be submitted:

Part C of [Programme Guide](#)

- before the deadline of **15 March 2023, 17:00 CET**
- online, using the specific form for each lot on the Funding and Tender Opportunities Portal Electronic Submission System
- all compulsory parts to fill in and submit online: Parts A, B (Word form + Excel budget) and C !
- page limit to abide by is maximum 120 pages for the Part B Word document -> beyond this limit = **not possible to evaluate as erased**
- only clerical errors can be corrected after the submission, deadline upon request of the Agency
- in a EU official language, though the abstract should always be in English

2. Eligibility Criteria

- Role of participating organisation
- Who can apply/participate?
- Eligible countries and minimum requirements
- Duration of the project

Part B of [Programme Guide](#)

What is the role of participating organisations?

Part B of [Programme Guide](#)

The transnational partnership shall be made of 4 different roles in the application (2 compulsory and 2 optional):

Compulsory roles:

- **Coordinator:** a participating organisation that submits the project proposal on behalf of all the partners (only 1)
- **(Full) Partners:** participating organisations which contribute actively to the accomplishment of the project (several)

Note: when the Programme Guide refers to “applicants” it means both the coordinator and the full partners

What is the role of participating organisations?

Part B of [Programme Guide](#)

Optional roles:

- **Affiliated entities:** organisations that have a legal or capital link with a beneficiary and that contribute to the achievement of project objectives and activities under the responsibility of the beneficiary concerned. They are not counted for the minimum number of partners and partnership composition. *They receive a grant and are listed in the financial table (budget)*
- **Associated partners:** organisations which contribute to the implementation of specific activities of the project (i.e promotion and sustainability of the project). They are not counted for the minimum number of partners and partnership composition. *They do not receive a grant and are not listed in the financial table (budget)*

Who can apply?

Parts A and B of [Programme Guide](#)

Any public or private organisation active in the field of education and training or in the world of work and legally established in a EU Member State or third country associated to the Programme (pages 33-35 Programme Guide)

Exception: For Lot 3 only the coordinating organisations of Pact for Skills partnerships can be coordinator, and only organisations involved in existing Pact for Skills partnerships at the submission deadline can be full partners.

Who can apply?

Higher education institutions
established in a EU Member State
or third country associated to the Programme
must hold a valid **Erasmus Charter for Higher Education**
(ECHE).

Novelty 2023! Organisations from **third countries not**
associated to the Programme can be involved as
associated partners (not as coordinator or full partners).

Consortium composition

Part B of [Programme Guide](#)

Affiliated entities and associated partners do not count for the minimum eligibility in any of the lots

Lot 1:

- *at least **3 applicants** from a minimum of **3 eligible countries**, including:*
 - ✓ *at least **1 public authority at national or regional level** (e.g. Ministries of Innovation, Education, Labour or Economy, qualification or quality assurance authorities etc), from an EU Member State or third country associated to the Programme, as applicant (coordinator or full partner). - to declare under Part B of the application form- Section 2.2.1*

*under Priority 1 (EdTech), the consortium must include at least **one EdTech company** from an EU Member State or third country associated to the Programme, as applicant (coordinator or full partner) - to declare under Part B of the application form- Section 2.2.1*

Consortium composition

Lot 2:

- **at least 6 applicants from a minimum of 3 eligible countries, including per country:**

- ✓ **at least 1 enterprise, industry or sector representative organisation**
- to declare under Part B of the application form- Section 2.2.1

and

- ✓ **at least 1 vocational education and training provider, or representative organisation (at secondary and/or tertiary level).**
- to declare under Part B of the application form- Section 2.2.1

Consortium composition

Lot 3:

Priority 6

- *at least **6 applicants** from a minimum of **3 eligible countries***
- *must also include **public or private entities** in charge of, or having a high degree of responsibility for (or influence over), the organisation and/or financing and/or **provision of educational services to adults** (e.g. skills assessment, validation of competences, education and training, orientation and guidance), as applicants or associated partners*
- to declare under Part B of the application form- Section 2.2.1

Priority 7

- *from a minimum of **3 eligible countries***
- *only the coordinating organisations of Pact for Skills partnerships can be coordinator and only organisations involved in existing Pact for Skills partnerships can be full partners - to declare under Part B of the application form- Section 2.2.1*

Location of activities and duration

- The **activities** must take place in **EU member states or third countries associated to the Programme**
- The **project** duration must be:

For Lot 1: 24 to 48 months

For Lot 2: 36 months

For Lot 3: 24 months

3. Exclusion criteria

Part C of [Programme Guide](#)

Exclusion situations linked to legal issues

(defined in articles 136-141 of the Financial Regulation)

Fields to **tick in application form**
Part A, section Declarations +
declaration on honour if selected



4. Selection criteria

See part C of [Programme Guide](#)

OPERATIONAL CAPACITY
Appropriate professional competencies and qualifications

FINANCIAL CAPACITY
Stable and sufficient sources of funding

Does not apply to public organisations

Insert in **Part B of application form**:

- Description of relevant skills and experience of project staff (no CVs)
- Description of the consortium participants
- List of previous and running EU-funded projects

Provide **upon request** and upload in Funding and Tender Opportunities portal:

- Profit and loss account
- Balance sheet
- Other documents if requested

5. Award criteria and scoring system

Award criteria	Maximum points	Minimum pass points
Relevance of the project	30	15
Quality of the project design and implementation	30	15
Quality of the partnership and the cooperation arrangements	20	10
Impact, dissemination and sustainability	20	10

Total score: Maximum 100 points. To be considered for funding:
1. Minimum total score 70 points AND
2. Minimum pass points



More details on each criteria in Programme Guide (EN version), pages 306 – 309

1. Relevance



1. **Link to EU policy and initiatives**
2. **Purpose** → *objectives of the Action*
3. **Scope** → *specific to the addressed priority !*
4. **Innovation** → *to foster + transfer*
5. **Consistency** → *between the call, the proposal's objectives and the needs identified*
6. **EU added value** → *transnationality/transferability* → *systemic EU level*
7. **Post-pandemic setting** → *new policies and practices at systemic level*

2. Quality of the project design and implementation



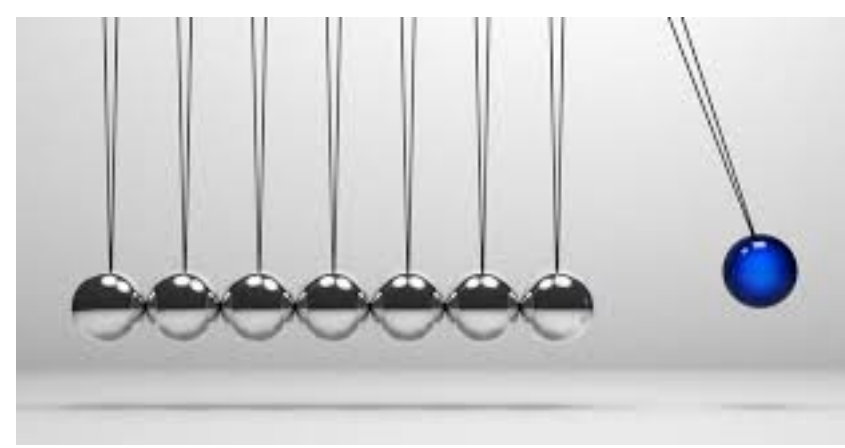
1. **Coherence** → *between project objectives, activities, budget, duration*
2. **Structure** → *clear work programme + ex-ante & ex-post analysis of the innovation*
3. **Methodology** → *its feasibility, quality and appropriateness for addressing the needs*
4. **Management** → *clear and realistic organization and balanced responsibilities*
5. **Improving quality and effectiveness** → *of education & training systems*
6. **Budget** → *appropriate resources (Part B technical description + Part B budget)*
7. **Financial and quality control** → *via control measures & quality indicators*

3. Quality of the partnership and the cooperation arrangements



1. **Configuration** → *mix of partners (necessary profiles, experience, expertise, sector representation) ! specificities for Lot 2 (P4-P5)*
2. **Commitment** → *contributions from partners, distribution of responsibilities*
3. **Tasks** → *quality management/coordination, allocation of tasks based on know-how*
4. **Collaboration** → *efficient partnership cooperation*
5. **Geographical dimension** → *explained (+third countries not associated, if applicable)*

4. Impact, dissemination and sustainability



1. **Exploitation** → *measures how outcomes are mainstreamed at system level*
2. **Dissemination** → *clear and complete plan incl. targets, activities, timing, responsibilities... Results freely available/promoted through open licenses*
3. **Impact** → *measures & targets/indicators of the (short/long-term) impact, at various levels (system, also from local to EU) and on targeted groups/sectors*
4. **Sustainability** → *further developments at different levels, long-term action plan (roll-out after implementation) based on sustained partnerships*



Lump sum and concept of work package

Simplification ! Lump sum system:

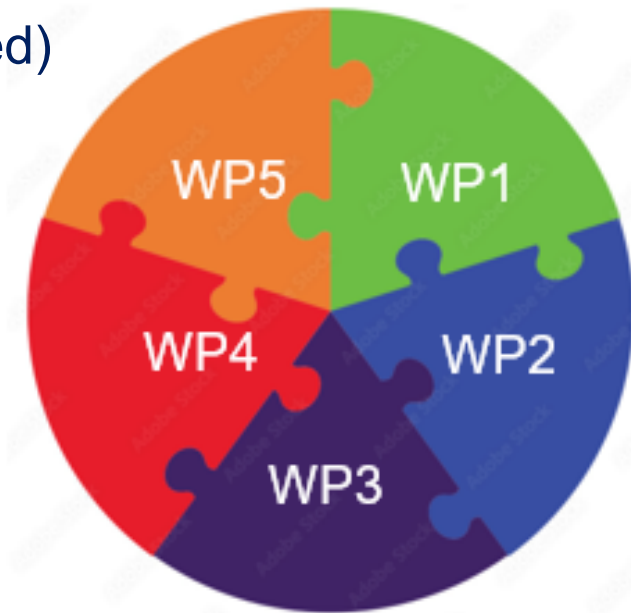
- focuses on **performance, content and quality of the project** and **not** on detailed financial reporting
- converts **several budget categories into a simple lump sum** (fixed) amount per work package (WP) and per partner

WP :

- *Is a major sub-division of the project*
- *Has objectives, milestones and activities*
- *Has multiple deliverables*

WP is NOT :

- *A single activity (e.g. conference)*
- *A period of time (e.g. first half year of your project)*

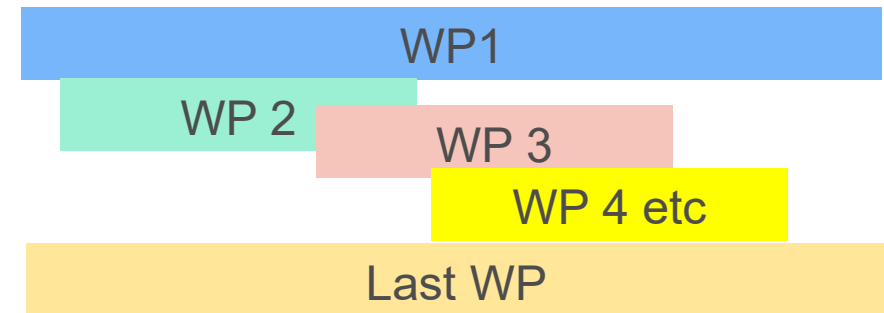




Lump sum and concept of work package

Minimum **3** WP - maximum should be **manageable** (e.g.10): (see part B-section 4.2)

- WP1 “Management and coordination activities”
- WP2 and following “Project activities”
- Last WP “Impact and dissemination”



TIP1 ! Initially prepare your budget with **all actual costs** and then **convert** it per WP with lump sum system

TIP2 ! For **travel/subsistence costs**, use the **new flat-rate/unit cost system** (new PG 2023)

TIP3 ! To fill in: **subcontracting table** (matching your budget) + **timetable** (Part B)

TIP4 ! **Dissemination level of deliverables** = public or sensitive (Part B)

TIP5 ! For **Lot2-P5: cooperation/synergies**, organisation of **joint events** (Part B)



TIPS – key!

- Clarify with your partners the project definition and aim
- Do not wait until the **last hour/day** to submit your application
- Make sure you read **all parts** of the application Programme Guide
- Make sure you apply under the **correct Lot** (1, 2 or 3) and follow the right features per lot
- Make sure you include the right **number and profile of participating organisations** (check eligibility per priority carefully)



Tips – application should be:

- **Coherent** in its entirety; avoid contradictions, avoid "patchwork"
- **Concrete**: use examples, justify your statements, bring evidence
- **Clear**: follow the questions and answer them in the right order
- **Simple language**: also complex subjects can be explained in a plain language. Keep sentences short
- **Explicit**: do not take anything for granted; avoid abbreviations or explain them the 1st time
- **Rigorous**: the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- **Focused**: stick to what is asked
- **Complete**: ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements

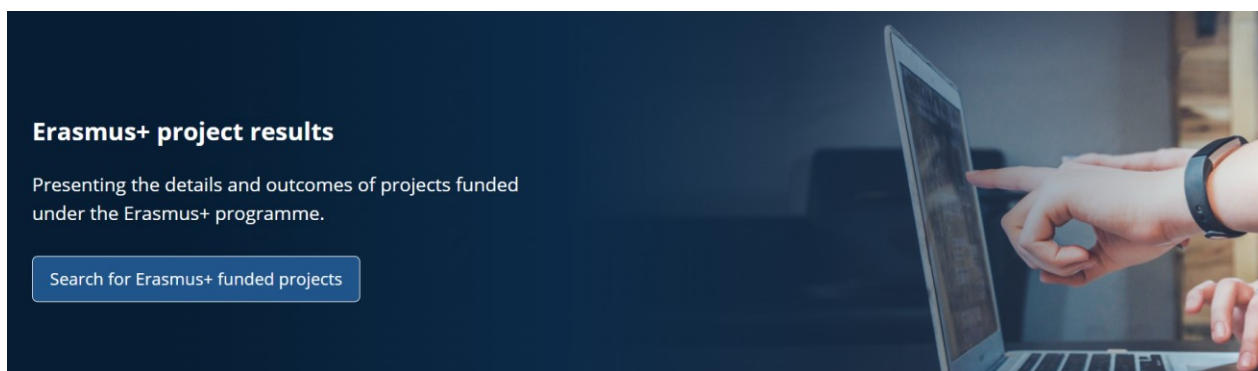


Tips

1. Download the template of part B (Technical description) of the application form today. Read it and when filling it in revert to the Programme Guide.
 2. How do the award criteria translate into your project reality?
 3. **Answer in part B of the application all points listed in the Programme Guide under each of the 4 award criteria by linking them to your specific project**
- **Explore already funded projects** – e.g. in the Erasmus+ project results platform and for FLP projects 2022, go the Funding and Tender Portal under each lot of 2022 to find the 39 projects funded

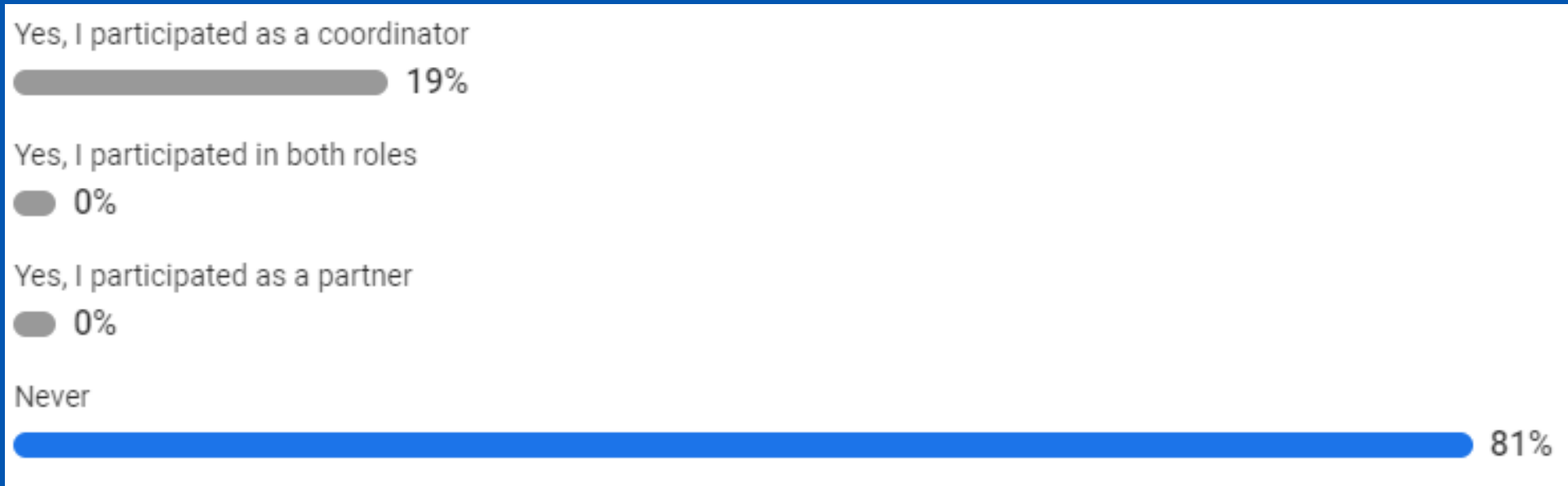


<https://erasmus-plus.ec.europa.eu/projects>





Have you ever participated in a Forward-Looking Project either as a coordinator or partner?





How familiar are you with submitting projects for EU funding through the Funding & Tenders Portal?

I have already coordinated a project



I have already participated as a partner



I have never participated



SATISFACTION SURVEY

Please give us your comments and let us know what you thought about this information session on the following link:

<https://ec.europa.eu/eusurvey/runner/FLP2023InfoDay>



Now that you know how your project will be assessed, are you ready to apply?

Thank you and good luck with your application !



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